



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

## MEMORANDUM

**TO:** Community College Deans

**FROM:** Nancy J. Headrick  
Assistant Commissioner  
Division of Career Education

**DATE:** September 2007

**SUBJECT:** Postsecondary Career Education Program Approval Request

During the past year, Division staff and a group of community college presidents has been meeting to discuss ways to better coordinate reporting between us. One topic that has been addressed is the new postsecondary career education program approval process.

In the past, we requested that you send us a copy of the postsecondary career education new program proposal at the same time it is submitted to the Department of Higher Education. Beginning immediately, you will no longer send us the postsecondary career education program proposal. Instead, you will need to send the enclosed form, Postsecondary Career Education Program Approval Request, at the same time a new program approval request is submitted to the Department of Higher Education. Division staff will follow the approval process through the Department of Higher Education's website. Once the program is approved by the Coordinating Board for Higher Education, the appropriate section director will have the program added to our approved program listing. The Postsecondary Career Education Program Approval Request form is available on the Department's website at:  
[http://dese.mo.gov/divcareered/approved\\_courses.htm](http://dese.mo.gov/divcareered/approved_courses.htm).

It is anticipated that this process will assist us in keeping the approved program list current. We will evaluate the process during the year and make adjustments if needed.

If you have any questions regarding this new process or the enclosed form, please contact Dennis Harden, Coordinator of Career Education, at (573) 751-3500 or [dennis.harden@dese.mo.gov](mailto:dennis.harden@dese.mo.gov).

Enclosure

c: Community College Presidents  
Program Section Directors  
Don Walker